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ABSTRACT

State regulations for the issuance of certificates for teachers, counselors, administrators, and supervisors in the public schools of Nebraska are set forth. (JD)

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RULE 21

RULES FOR THE ISSUANCE OF CERTIFICATES AND
PERMITS TO TEACH, COUNSEL, SUPERVISE AND
ADMINISTER IN NEBRASKA SCHOOLS

State of Nebraska
Department of Education
M. Anne Campbell, Commissioner
301 Centennial Mall South
Lincoln, Nebraska 68509
Box 94987

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RULE 21

RULES FOR ISSUANCE OF CERTIFICATES AND PERMITS TO TEACH, COUNSEL, SUPERVISE AND ADMINISTER IN NEBRASKA SCHOOLS

STATUTORY AUTHORITY

This rule is adopted pursuant to the power and authority vested in the State Board of Education in Section 79-1247.05 R.R.S. 1943, which provides:

The Board, with the counsel of the Commissioner and such advisory committee or committees as it deems necessary, shall establish and adopt appropriate rules, regulations, and procedures governing the issuance, renewal, conversion, revival, cancellation, suspension, and revocation of certificates and permits to teach, counsel, supervise, and administer in all elementary and secondary schools in this state based upon earned college credit, or the equivalent thereto, in humanities, in social and natural sciences, in mathematics, in practical arts and in professional education, for particular teaching, counseling, supervisory, or administrative assignments, and on scholarship attained in earning such college credit, and on successful teaching, and on moral, mental and physical fitness for teaching, all in accordance with sound educational practices.

DEFINITION OF TERMS

- 21-(1) As used in this statement of Rules for Issuance of Certificates and Permits to Teach, Counsel, Supervise, and Administer in Nebraska Schools, unless the context otherwise requires, the terms listed below shall be defined as follows:
- (a) BOARD shall mean the State Board of Education, State of Nebraska.
 - (b) COMMISSIONER shall mean the State Commissioner of Education, State of Nebraska.
 - (c) STANDARD INSTITUTION OF HIGHER EDUCATION shall mean any college or university whose teacher education programs are fully approved by the State Board of Education.
 - (d) GRADE LEVEL (S) shall mean:
 - (i) Primary school grades, kindergarten through grade three in all classes of school district; or
 - (ii) Elementary school grades, kindergarten through grade 8 in Class I school districts, and kindergarten through grade 6 in all other classes of school districts; or
 - (iii) Middle school grades, 4 through 6 in all classes of school districts; or
 - (iv) Junior high school grades, 7 through 9 in all classes of school districts; or
 - (v) Senior high school grades, 10 through 12 in all classes of school districts.

(e) ENDORSEMENTS: (Teaching Majors or Area of Specialization)

- (i) Subject shall mean: (1) a specific course (s) taught, or offered in an elementary or a secondary school, such as algebra, chemistry, history, Latin, biology, driver education, speech, geography, reading; or (2) a special education category provided in an elementary or secondary school, such as acoustically handicapped, emotionally disturbed, mentally retarded, orthopedically handicapped, specific learning disability, visually handicapped.
- (ii) Subject Field shall mean two or more closely related subjects; for example, social studies is a field, while economics, geography, and political science are subjects; or physical science is a field while physics and chemistry are considered subjects, or elementary education is a field including all subjects normally taught in grades kindergarten through grade six.
- (iii) Service Area shall mean services supporting instruction such as educational media (library-audio visual), guidance counseling, health services, nursing services, school psychological services, speech pathology, audiology, and school social work services.
- (iv) Administrative and Supervisory shall mean assignments to direct staff members and manage an instructional function, program, or supporting service, such as superintendent of schools, principal, supervisor, director.

(f) SUCCESSFUL TEACHING EXPERIENCE:

- (i) Successful teaching experience shall mean that a judgment was made of the applicant by the board of education and the administrative head of a school system which confirmed the applicant's competence as a teacher and which verified that the applicant taught for two years, both in one school system, with a majority of his/her assignments for each of the two years having been at the grade level (s), and in the area (s) endorsed upon and during the term of his/her last regular certificate, or three years of successful experience, if each year was in a different school system, and during the term of his/her last regular certificate. Furthermore, the judgment of the applicant's competence as a teacher was supported by an offer to him/her of continued employment, provided the position held by the applicant has not been eliminated. In the event the applicant is dissatisfied with the judgment of the board of education and administrative head, such applicant may petition the State Board for review and decision.
- (ii) In determining successful teaching experience and in judging the competence of a teacher, administrators and boards of education may want to base their judgment upon well-selected criteria. Criteria such as the following are commonly used: (1) Mastery of subject matter taught; (2) Effectiveness in directing learning; (3) Proficiency in classroom management; (4) Wholesomeness of relationships with pupils and parents; (5) Participation in inservice programs; (6) Loyalty to ethical standards; (7) Demonstration of continued professional growth; and (8) Ability to relate to students and parents of varying racial, ethnic, and socio-economic backgrounds.

- (g) REGULAR CERTIFICATES shall mean those certificates based upon a minimum of the baccalaureate degree and issued without conditional status, e.g., Pre-Standard, Standard, and Professional Certificates.
 - (h) EQUIVALENCY of college courses, programs, student teaching, etc. shall be determined by the recommending standard institutions of higher education.
 - (i) CERTIFY shall mean to declare true and correct by written or printed statement. It does not imply in and by itself approval or endorsement of the applicant as a qualified teacher.
 - (j) A RECOMMENDATION shall mean that the designated officer of a standard institution of higher education attests that the applicant for a Teaching, or Administrative and Supervisory, or Special Service Certificate has satisfactorily completed the appropriate approved program of the institution and that the applicant is approved and endorsed by the institution as qualified to teach, supervise, or administer a specified level (s), subject (s), subject field (s), service area (s), or area (s) of administration and supervision.
 - (k) CONTINUOUS (Applicable to those holding a Professional Certificate issued prior to July 11, 1977) shall mean valid for the life of the holder unless permitted to lapse through ten consecutive years of nonuse.
 - (l) NONUSE shall mean the lack of at least one year (175 days) of verifiable successful teaching experience during each ten-year period. (In computing the 175 days, any portion of a school day taught may be considered as a full day of teaching.)
 - (m) TEACHING as used herein shall mean any assignment performed by an employed person in an official capacity as a teacher, administrator, counselor or supervisor, for which a certificate is required.
- 21-(2) (a) All certificates to teach, supervise, counsel, and administer in all public, nonpublic, and state-operated schools in the State of Nebraska are issued by the Commissioner upon application therefore on forms currently prescribed and provided by him/her.
 - 21-(3) The fee for the issuance or reissuance of a certificate shall be as prescribed by Statute. (Section 79-1247.07).
 - 21-(4) Transcripts of college credit submitted with the application for a certificate must bear the official seal of the issuing institution, and must be sufficiently legible so that microfilm copies of them are readable.
 - 21-(5) All certificates, except Emergency Certificates, shall expire on the 31st day of August of the last year for which the certificate is valid.
 - 21-(6) All certificates indicate the grade level (s), subject (s), subject field (s), service area (s), and area (s) of administration and supervision.

21-(7) Three types of school certificates are issued: (1) the Administrative and Supervisory Certificate, valid for administration, supervision and teaching; (2) the Teaching Certificate, valid for teaching only; and, (3) the Special Services Certificate, valid only for performing services of a specialized nature (e.g., school nurse, school psychologist, attendance officer).

21-(8) The type, rank and term of certificates issued are:

I. Administrative and Supervisory Certificate

A-Professional	10 years
B-Standard	7 years
D-Provisional	1 - 3 years
E-Emergency	1 year

II. Teaching Certificate

A-Professional	10 years
B-Standard	7 years
C-Pre-Standard	5 years
D-Provisional	1 - 3 years
E-Substitute	5 years
F-Emergency	1 year

III. Special Services Certificate

A-Professional	10 years
B-Standard	7 years
C-Pre-Standard	5 years
D-Provisional	1 - 3 years

21-(9) Any use of a Substitute Certificate based on less than a baccalaureate degree, or a Provisional or Emergency Certificate, other than as endorsed, is unlawful and will result in loss of the employing school's full entitlement to state apportionment, as well as the school's continued claim for approval and/or accreditation.

21-(10) Upon application the Commissioner may extend the term of any Standard or Professional Administrative and Supervisory Certificate, Teaching Certificate or Special Services Certificate of any person who served in the armed forces of the United States and whose certificate was in force on the day of induction. This extension shall be equal in length of time to the total number of months which intervene between the date of his/her entrance into the military service and the date of his/her discharge therefrom. Each person who applies for an extension of the term of his/her Certificate, shall furnish the Commissioner with proper evidence of his/her service in the armed forces and his/her sound physical and mental health at the time the application for such extension is made.

21-(11) The promptness with which a certificate can be issued depends upon the completeness of information requested with and on each application form. Incomplete application forms and lack of accompanying information requested often result in a denial of the issuance because of the impossibility to determine from the data submitted whether or not the applicant is qualified for the certificate.

- 21-(12) The governing board of a local school district has a right as well as a responsibility to determine qualifications for employment and continued employment of teachers which may be in addition to those qualifications required by certification.
- 21-(13) The Commissioner, if he/she has notice, shall in no case issue any type of a certificate or permit to teach, counsel, supervise, or administer in any elementary or secondary school in this State to any applicant who has been convicted of a felony under the laws of any state or of the United States; provided any applicant so refused a certificate or permit may petition the Board to contest same and upon his/her demonstration to the satisfaction of the Board of his/her moral fitness to teach, counsel, supervise, or administer in the elementary or secondary schools of this state, the Board may, if the applicant is otherwise qualified, issue such applicant an appropriate certificate or permit.
- 21-(14) The Commissioner may at his/her discretion issue any certificate or permit provided for herein to an applicant who files with the office of the Commissioner evidence of the possession of the required qualifications or the equivalent, as stated in the Rules for Issuance of Certificates and Permits to Teach, Counsel, Supervise, and Administer in Nebraska Schools as adopted by the State Board of Education, State of Nebraska.

ADMINISTRATIVE AND SUPERVISORY CERTIFICATES - Types - Ranks - Requirements

- 21-(15) All administrative and supervisory certificates require:
- (a) Completion of the appropriate application forms currently prescribed by the Nebraska Department of Education.
 - (b) Submission of an official transcript of all college credits.
 - (c) Payment of the prescribed fee.

STANDARD ADMINISTRATIVE AND SUPERVISORY CERTIFICATE

- 21-(16) Except for the position of superintendent of schools, the Standard Administrative and Supervisory Certificate is valid for teaching, supervision, and administration in all Nebraska school districts and schools.
- 21-(17) The expiration date of the Standard Administrative and Supervisory Certificate shall be August 31st of the seventh year from the year in which the applicant completed the requirements for this certificate or from his/her last year of successful experience as an administrator or supervisor, whichever is later.
- 21-(18) The initial issuance requirements for a Standard Administrative and Supervisory Certificate, except for the position of superintendent; are:
- (a) Two years verified successful teaching experience or the equivalent.

(b) A statement, signed by an authorized official of a standard institution of higher education with an approved graduate program of preparation for school administrators and/or supervisors, which certifies:

(i) (A) Option 1 - That the applicant has satisfactorily completed an approved Master's Degree program for administration and/or supervision; or

(B) Option 2 - That the applicant has satisfactorily completed thirty-six semester hours of graduate credit of an approved six-year program in administration and/or supervision; and

(ii) The area of specialization for which the applicant was prepared to administer, or to supervise; and

(iii) That the applicant has met all appropriate standards of this institution which are normally required for a full recommendation, such as scholarship, moral character, mental and physical health; and,

(iv) That the applicant has earned within the immediate past three years at least six semester hours of graduate course work; or the equivalent, to support the recommendation.

21-(19) The reciprocity issuance requirements for the Standard Administrative and Supervisory Certificate, except for the position of superintendent are:

(a) A statement, signed by an authorized official of a State Department of Education or Public Instruction, which certifies that the applicant holds a valid Standard Administrative and Supervisory Certificate currently in force within that state, the requirements for which were comparable and equivalent to the requirements in Rule 21-(18) (a) and (b), and

(b) A verified statement which shows that the applicant has completed within the immediate past five years either one year of successful experience within the life and scope of the certificate, or six semester hours of approved graduate college credit, or the equivalent, within three years of the date of application.

21-(20) The renewal requirements for the Standard Administrative and Supervisory Certificate are:

(a) Verification of two years of successful experience within seven years of the date of application and the life of the certificate to be renewed and in the administrative and/or supervisory area endorsed upon it.

OR

(b) Completion of six semester hours of graduate college preparation or the equivalent specifically approved by a standard institution

of higher education with an appropriately approved graduate program for the applicant to earn a Professional Administrative and Supervisory Certificate. The work must have been completed within three years of the date of application.

PROFESSIONAL ADMINISTRATIVE AND SUPERVISORY CERTIFICATE

- 21-(21) The Professional Administrative and Supervisory Certificate is valid for teaching, supervision, and administration in all Nebraska school districts and schools. However, if this certificate is to be legally valid for the position of superintendent of schools, it must be so endorsed.
- 21-(22) The Professional Administrative and Supervisory Certificate is valid for 10 years unless it is suspended, revoked or cancelled for cause by due process of law. (All Professional Certificates issued prior to July 11, 1977 are valid for life unless permitted to lapse through ten consecutive years of nonuse.)
- 21-(23) The initial issuance requirements for the Professional Administrative and Supervisory Certificate are:
- (a) Two years verified successful teaching experience or the equivalent, and in addition:
 - (b) A recommendation for the issuance of a Professional Administrative and Supervisory Certificate signed by an authorized official of a standard institution of higher education with an approved six-year program of preparation for administration and supervision, who certifies:
 - (i) That the applicant has satisfactorily completed the approved six-year program of the institution for the preparation of administrators and/or supervisors and has accordingly been issued a six-year degree or diploma or certificate; and
 - (ii) The area of administration or supervision for which the applicant was prepared; and
 - (iii) The applicant has met all other appropriate standards of this institution which are normally required for a full recommendation, such as scholarship, moral character, mental and physical health; and
 - (iv) The applicant has earned within the immediate past three years at least six semester hours of graduate course work, or the equivalent, to support this recommendation.
- 21-(24) The reciprocity issuance requirements for the Professional Administrative and Supervisory Certificate are:
- (a) A statement signed by an authorized official of a State Department of Education or Public Instruction, which certifies that the applicant holds a valid standard Administrative and Supervisory Certificate currently in force within that state, the requirements for which are comparable and equivalent to the requirements set forth in Rule 21-(23) (a) and (b).

- (b) A verified statement which shows that the applicant has completed within the immediate past five years either one year of successful experience within the life and scope of the certificate, or six semester hours of approved graduate college credit or the equivalent.

21-(25) The renewal requirements for the Professional Administrative and Supervisory Certificate are:

- (a) Verification of one year of successful administrative and/or supervisory experience within the administrative and supervisory area (s) endorsed upon the certificate and during the life of the certificate; and within ten years of the date of application.

OR

- (b) Completion of six semester hours of college preparation or the equivalent such as attendance at approved institutes, seminars, and workshops designed for administrators and supervisors, specifically approved by a standard institution of higher education with an approved program in school administration, and completed within five years of the date of application.

PROVISIONAL ADMINISTRATIVE AND SUPERVISORY CERTIFICATE

21-(26) The Provisional Administrative and Supervisory Certificate is valid for teaching, supervision, and administration in all Nebraska school districts and schools.

21-(27) The expiration date of the Provisional Administrative and Supervisory Certificate shall be August 31st of the third year from the school year in which the applicant completed the requirements for this certificate.

21-(28) The initial issuance requirements for the Provisional Administrative and Supervisory Certificate are:

- (a) A request for issuance of the Provisional Administrative and Supervisory Certificate from the superintendent of schools or the local board of education; and
- (b) A Standard or Professional Teaching Certificate currently in force; and
- (c) A statement signed by an authorized official of a standard institution of higher education, which certifies that the applicant: (1) is in good standing in every respect; (2) has successfully completed 75% (25% if for an Administrative and Supervisory Certificate at the grade level for which the applicant holds an endorsed standard teaching certificate) of this institution's approved program leading to a Standard Administrative and Supervisory Certificate; and (3) has the approval of the institution for his being issued this certificate. This statement also includes the area of administration and/or supervision for which the applicant is being prepared; and

- (d) For the position of superintendent of schools, the candidate is within twenty-seven graduate hours of completion of all requirements for the Specialist's Degree, Diploma, or Certificate in school administration; and
- (e) Written evidence that clearly indicates the applicant intends to and can reasonably meet all the requirements for a Standard (Professional for the position of superintendent) Administrative and Supervisory Certificate, with endorsements appropriate to the position to be filled by the applicant, during the term of the Provisional Administrative and Supervisory Certificate; and
- (f) Endorsement - as indicated by the preparing institution.

21-(29) The Provisional Administrative and Supervisory Certificate may not be renewed but may be extended in cases of undue hardship on the part of the applicant and so approved by the Commissioner.

EMERGENCY CERTIFICATE FOR THE POSITION OF SUPERINTENDENT OF SCHOOLS

21-(30) An Emergency Administrative and Supervisory Certificate is issued for use at a specific school or school district to fill an emergency superintendency vacancy; to legalize the payment of a salary from tax sources to a person not fully qualified for the position of superintendent of schools; or to legalize the employment in a private, parochial, or denominational school of a person not fully qualified for the position of superintendent of schools.

21-(31) The Emergency Administrative and Supervisory Certificate is issued only for the period stated on the certificate which in no case will exceed the current school year.

21-(32) The issuance of the Emergency Administrative and Supervisory Certificate must be requested by the County Superintendent; and

- (a) In public school districts by majority vote of the school board;

OR

- (b) In nonpublic school districts by the regional or state officer in charge of the school for the parochial, denominational, private, or state-operated schools.

21-(33) School Requirement

An emergency vacancy must exist in the superintendency of a specific school or school district, which cannot be filled by a competent and acceptable administrator with a regular Nebraska Administrative and Supervisory Certificate valid for the position and at a salary which is commensurate to salaries paid for similar positions within the county.

21-(34) Applicant Requirements

- (a) The applicant must hold a Standard Teaching Certificate or a certificate with comparable requirements; and
- (b) (i) The applicant must show evidence that he/she can meet by September 1, of the following calendar year, all requirements for an Administrative and Supervisory Certificate valid and appropriately endorsed for the position of superintendent of schools. The maximum deficiency cannot exceed fifteen semester hours of college credit for the appropriate certificate at the time of issuance of the Emergency Administrative and Supervisory Certificate;

OR

- (ii) If the vacancy for superintendent of schools occurs during the school year for which the certificate is to be issued, then, upon written request by the board and the county superintendent, the Commissioner may, at his/her discretion, issue an Emergency Administrative and Supervisory Certificate to the best qualified certificated teacher to fill the position of superintendent of schools on an acting basis.

21-(35) Right of Appeal

Any dispute in regard to a request for an Emergency Administrative and Supervisory Certificate arising at the local or county level may be appealed to the State Board of Education for a declaratory ruling.

TEACHING CERTIFICATES Types - Ranks - Requirements

21-(36) All teaching certificates require:

- (a) Completion of the appropriate application forms currently prescribed by the Nebraska Department of Education.
- (b) Submission of an official transcript of all college credits.
- (c) Payment of the prescribed fee.

PRE-STANDARD TEACHING CERTIFICATE

- 21-(37) The Pre-Standard Teaching Certificate is valid for teaching in all Nebraska school districts and schools.
- 21-(38) The expiration date of the Pre-Standard Teaching Certificate shall be August 31st of the fifth year from the school year in which the applicant completed his last six semester hours of approved course work, or if issued under Rule 21-(40), from his last year of successful teaching experience.
- 21-(39) The initial issuance requirement for the Pre-Standard Teaching Certificate is a recommendation for the issuance of a Pre-Standard Teaching Certificate

signed by an authorized official of a standard institution of higher education, who certifies:

- (a) That the applicant has a baccalaureate degree and has satisfactorily completed the regular approved program of this institution for the preparation of teachers, which shall include: (1) one of the following subject fields: agriculture, art, business, distributive education, English language arts, health occupation education, health and physical education, home economics, industrial arts, mathematics, music, natural science, physical science, office occupations, social sciences, trades and industrial education, elementary education, middle school education, special education, or (2) one service area: guidance and counseling, speech pathology, audiology, school psychologist, or educational media, or (3) one subject taught or one special education category provided in an elementary or secondary school until September 1981 and thereafter two such subjects or special education categories or combinations thereof; and
- (b) The grade level (s), subject (s), subject field (s), and area (s) of endorsement for which the applicant was specifically prepared to teach; and
- (c) That the applicant has met all standards of this institution which are normally required for full recommendation for teaching, such as scholarship, moral character, mental and physical health; and
- (d) That the applicant has earned within the immediate past three years not less than six semester hours of the course work, or the equivalent, used to support this recommendation.

21-(40) The reciprocity issuance requirements for the Pre-Standard Teaching Certificate are:

- (a) A statement signed by an authorized official of a State Department of Education or Public Instruction (or in states where the state education agency does not require teacher certification for parochial or denominational schools, a statement signed by the regional or diocesan superintendent of the respective school system) which certifies:
 - (i) That the applicant holds or is eligible for the renewal of a valid regular teaching certificate in force within that state, the requirements for which were:
 - (A) A baccalaureate degree; and
 - (B) Completion of an approved teacher education program at a standard institution of higher education.
 - (ii) The grade level (s), subject (s), subject field (s), and area (s) of service for which the applicant is currently certificated.
- (b) A verified statement which shows that the applicant has completed within the immediate past three years either one year of successful

teaching experience in the respective state or six semester hours of approved college credit, or the equivalent. The experience must have been at the grade level (s), and in the subject (s), subject field (s), or the service area (s) for which the applicant's Nebraska certificate will be endorsed.

21-(41) The conversion requirements for a Pre-Standard Teaching Certificate are:

- (a) The applicant must have held a previous regular Nebraska elementary or secondary certificate based upon a baccalaureate degree and have a verified statement which shows that he/she has completed within the immediate past three years six semester hours of approved college credit, or the equivalent.
- (b) If the certificate to be converted is a Nebraska secondary certificate, then the applicant must have also completed twenty-four semester hours of college credit in one subject or thirty-six semester hours of college credit in a subject field or area of service. If he/she has neither, then he/she must present six semester hours of college credit (earned since his/her last certificate was issued) in the subject (s), subject field (s), or area (s) of specialization in whichever he/she has the greatest amount of college preparation.

21-(42) The renewal requirement for a Pre-Standard Teaching Certificate is six semester hours of college preparation or the equivalent (such as attendance at approved institutes, seminars and workshops designed for teachers) specifically approved by a standard institution of higher education, which has been completed within three years of date of application and is in the area or closely related to the area in which the teacher has taught or is to teach.

STANDARD TEACHING CERTIFICATE

21-(43) The Standard Teaching Certificate is valid for teaching in all Nebraska school districts and schools. The expiration date of this certificate shall be August 31st of the seventh year from the school year in which the applicant completed six semester hours of approved course work or from the last year of successful teaching experience, whichever is later.

21-(44) The initial issuance requirements for the Standard Teaching Certificate are the same as for the Pre-Standard Teaching Certificate, except for Rule 21-(39) (d), and in addition thereto, two years of verified successful teaching experience (see definition, Rule 21-(1) (f)) within the five-year period immediately preceding the date of application. The majority of the teaching assignments must have been at the grade level (s) and in the subject (s), the subject field (s), or the area (s) of service for which the applicant's certificate was endorsed.

21-(45) The reciprocity issuance requirements for the Standard Teaching Certificate are:

- (a) A statement signed by an authorized official of a State Department of Education or Public Instruction, which certifies

that the applicant holds a valid teaching certificate currently in force within that state, the requirements for which are comparable and equivalent to the requirements set forth in Rule 21-(44).

- (b) A verified Statement which shows that the applicant has completed within the immediate past five years one year of successful experience within the life and scope of the certificate, or six semester hours of approved college credit, or the equivalent within three years of the date of application.

21-(46) Renewal requirements for the Standard Teaching Certificate are:

- (a) Verification of two years of successful teaching experience (see definition, Rule 21-(1) (f)) within the area (s) endorsed upon the certificate and during the life of the certificate, and within seven years of the date of application, ~~Or~~
- (b) Completion of six semester hours of college preparation or the equivalent (such as attendance at approved institutes, seminars, workshops designed for teachers) specifically approved by a standard institution of higher education with a graduate program. The work must have been completed within three years of the date of application and must be in the area or closely related to the area in which the teacher has taught or is to teach.

PROFESSIONAL TEACHING CERTIFICATE

21-(47) The Professional Teaching Certificate is valid for teaching in all Nebraska school districts and schools. This certificate is valid for ten years, unless revoked for cause by due process of law. (All Professional Certificates issued prior to July 11, 1977 are valid for life unless permitted to lapse through ten consecutive years of nonuse.)

21-(48) The initial issuance requirements for the Professional Teaching Certificate are:

- (a) Verification of two years of successful teaching experience (see definition, Rule 21-(1) (f)) within the area (s) endorsed upon the certificate and during the life of the certificate; and
- (b) A recommendation for the issuance of a Professional Teaching Certificate signed by an authorized official of a standard institution of higher education, with a graduate program, who certifies:
 - (i) That the applicant has completed an approved Master's Degree or a fifth-year program in a teaching subject, subject field or area of service that was endorsed upon the applicant's Standard Teaching Certificate. If the teaching subject, subject field or area of service was completed initially at the graduate or Master's Degree level, then the applicant must complete an approved Specialist Degree or a sixth year program in the same subject, subject field or area of service; and

- (ii) The grade level (s) and subject (s), subject field (s) or service area (s) in which the applicant completed an approved Master's Degree or fifth-year program; and
- (iii) That the applicant has met all appropriate standards of this institution which are normally required for full recommendation for teaching, such as scholarship, moral character, mental and physical health; and
- (iv) That the applicant has earned within the immediate past three years not less than six semester hours of course work, or the equivalent, used to support this recommendation.

21-(49) Reciprocity issuance requirements for the Professional Teaching Certificate are:

- (a) A statement signed by an authorized official of a State Department of Education or Public Instruction, which certifies that the applicant holds a valid teaching certificate currently in force within that state, the requirements for which are comparable and equivalent to the requirements set forth in 21-(48) (a) and (b).
- (b) A verified statement which shows that the applicant has completed within the immediate past five years one year of successful experience within the life and scope of the certificate.

21-(50) The renewal requirements for the Professional Teaching Certificate are:

- (a) Verification of one year of successful teaching experience (see definition, Rule 21-(1) (f)) within the area (s) endorsed upon the certificate and during the life of the certificate, and within the ten-year period immediately preceding the date of application;

OR

- (b) Completion of six semester hours of college preparation, or the equivalent, specifically approved by a standard institution of higher education with a graduate program, for the renewal of the Professional Teaching Certificate. The preparation must be closely related to or in support of one of the teaching fields endorsed on the applicant's certificate and must have been completed within five years of the date of application.

ADDITIONAL ENDORSEMENTS

21-(51) Requirements for additional endorsements to any regular certificate are:

- (a) Additional endorsement (s) or teaching major (s) may be added to a teacher's current certificate at any time upon payment of the prescribed fee when (1) the applicant completes all requirements of a standard institution of higher education and is so recommended

by an authorized official of the institution, or (2) the applicant has successfully passed a Teacher's Examination as approved by the Department of Education, in the respective teaching major or area of endorsement at the 50 percentile level or higher and has two years of verified teaching experience.

- (b) An additional provisional endorsement or teaching major, valid for not more than three consecutive school years may be added to a teacher's current certificate upon meeting the following requirements:

(i) Payment of the prescribed fee.

- (ii) Filing a copy Form CRC Modified (courses required for

additional endorsement) signed by an authorized official of standard institution of higher education which indicates that the applicant has completed 50% of the requirements as determined by the recommending institution for the additional endorsement.

- (iii) Filing a statement which indicates the applicant's intentions of and plans for completing all the requirements during the three year period.

- (c) The provisional endorsement is non-renewable.

PROVISIONAL TEACHING CERTIFICATES Types - Ranks - Requirements

- 21-(52) Nebraska provisional teaching certificates are valid for teaching only at the grade level (s) and in the subject (s), subject field (s), or area (s) of endorsement, and in the class (es) of school district (s) endorsed upon the certificate for a period of not more than three years. Any use of a Provisional Teaching Certificate other than as endorsed is unlawful and will affect the school's full entitlement for state apportionment monies (Sec. 79-1304, R.R.S., 1943) and its rating as an approved or accredited school.
- 21-(53) The expiration date of all Provisional Teaching Certificates shall be August 31st of the third year from the school year in which the applicant completed the college preparation for the certificate, or from the expiration date of the certificate to be renewed, whichever is later, unless otherwise indicated in the requirements of a specific Provisional Certificate.
- 21-(54) An applicant who has completed the preparation necessary for a Provisional Teaching Certificate at a standard institution of higher education located in a state other than Nebraska, is not eligible unless the respective state issues a similar teaching certificate on comparable preparation.

PROVISIONAL RURAL AND JUNIOR ELEMENTARY CERTIFICATES

- 21-(55) The Provisional Rural Elementary is valid in kindergarten through grade eight in Class I school districts and kindergarten through grade six in Class II school districts.
- 21-(56) The Provisional Junior Elementary is valid in kindergarten through grade eight in Class I school districts and kindergarten through grade six in all school districts.

21-(57) The renewal requirements for the Provisional Rural Elementary and Provisional Junior Elementary Certificates are:

- (a) A statement signed by an authorized official of a standard institution of higher education which certifies that the applicant is in good standing in every respect and that he/she is embarked on a program leading to a baccalaureate degree and a Pre-Standard Teaching Certificate with an endorsement to teach in the elementary school grades; and
- (b) The applicant must have completed during the immediate past three years and during the life of his/her last teaching certificate, eight semester hours of course work acceptable to the institution toward a Pre-Standard Teaching Certificate.

PROVISIONAL COMMITMENT CERTIFICATE

21-(58) The use of the Provisional Commitment Certificate is limited to the school requesting its issuance and to teach in the subject (s), subject field (s), or area (s) of specialization and at the grade level (s) endorsed thereon.

21-(59) The term of the Provisional Commitment Certificate shall be not more than one year. The Provisional Commitment Certificate may be renewed until the applicant completed requirements for a Teaching Certificate, but in no event to exceed two subsequent renewals.

21-(60) The initial issuance requirements for the Provisional Commitment Certificate are:

(a) Plan 1

- (i) A written request for issuance of the Provisional Commitment Certificate from the superintendent of schools of the district or school in which the applicant is to be employed; and
- (ii) A baccalaureate degree, or the equivalent, from a standard institution of higher education; and
- (iii) Option (1) elementary endorsement - equivalent to one-half of the standard institution's requirements in each of the following categories of preparation; (a) general education, (b) area of endorsement, (c) professional education;

OR

Option (2) subject, subject field or area of endorsements - equivalent to three-fourths of the institution's requirements for the subject, subject fields, or area of endorsement, one-half of the institution's requirements in general education, and a course in methods and instruction; and

- (iv) A statement signed by an authorized official of a standard institution of higher education which certifies that the applicant: (1) is in good standing in every respect; (2) is embarked on a program leading toward a Pre-Standard Teaching Certificate; (3) has met either Option (1) or Option (2) in requirement (iii); and (4) has the approval of this institution for his being

issued this certificate. This statement also includes the grade level (s) and the subject (s), subject field (s) or area (s) of service for which the applicant is being prepared.

(b) Plan II

- (i) A written request for issuance of the Provisional Commitment Certificate from the superintendent of schools of the district or school in which the applicant is to be employed; and
- (ii) The applicant has previously held a Pre-Standard Teaching Certificate or the equivalent in this or another state; and
- (iii) A written statement by the applicant which indicates his/her plans and intent to meet all the requirements for a Pre-Standard Teaching Certificate or one of higher rank during the one-year term of this Provisional Commitment Certificate.

21-(61) The renewal requirement for the Provisional Commitment Certificate is: A written statement by an authorized official of a standard institution where the applicant is completing requirements for a Pre-Standard or Standard Teaching Certificate which certifies that in the judgment of the standard institution of higher education the applicant is making satisfactory progress toward a Pre-Standard or Standard Teaching Certificate.

PROVISIONAL TRADES CERTIFICATE

21-(62) The Provisional Trades Certificate is issued for teaching only in those specialized instructional areas for which ordinary standard institutions of higher education provide inadequate preparation.

21-(63) The use of the Provisional Trades Certificate is limited to the school requesting its issuance and to teaching in those specialized instructional areas endorsed thereon.

21-(64) The initial issuance requirements for the Provisional Trades Certificate valid for one year are:

- (a) The applicant must hold a valid license to practice as well as to commercially teach if such special licenses are issued in those special areas for which the applicant seeks to obtain a Nebraska Provisional Trades Teaching Certificate; and
- (b) A request for issuance of the Provisional Trades Teaching Certificate from the superintendent of schools of the school district or school in which the applicant is to be employed; and
- (c) The applicant must meet all requirements established by the Division of Vocational Education, when applicable.

21-(65) The renewal requirement for the Provisional Trades Certificate valid for three years is: one year of successful experience in teaching the trade for which the applicant was provisionally certificated.

SUBSTITUTE TEACHING CERTIFICATE

- 21-(66) The holder of a Substitute Teaching Certificate may teach in lieu of a regular teacher under contract, on an intermittent basis, up to ninety teaching days per school year in all grades, subject (s) and subject field (s), except that any Substitute Certificate issued on the basis of less than a baccalaureate degree shall be legally valid only as endorsed upon the certificate. (In computing the ninety teaching days, any portion of a school day taught is to be considered as a full day of teaching.)
- 21-(67) The expiration date of the Substitute Teaching Certificate shall be August 31st of the fifth year from the year in which the application is made.
- 21-(68) The initial issuance requirements for the Substitute Teaching Certificate are:
- (a) The applicant must have held a previous elementary or secondary or Pre-Standard Teaching Certificate, or its equivalent from another state. This certificate must also have required at least 60 semester hours of college credit for its initial issuance for teaching in grades K-6, and a baccalaureate degree for teaching in grades 7-12.
 - (b) The requirements for endorsements on the Substitute Teaching Certificate are the same as those required for endorsements on Provisional and/or Pre-Standard Certificates.
- 21-(69) The renewal requirements for the Substitute Teaching Certificate, or any previously issued Substitute Certificate, is verified evidence of fifty days of substitute teaching during the term of the certificate to be renewed, or three semester hours of approved college credits. The college credits must have been completed within three years of the date of application.

EMERGENCY TEACHING CERTIFICATE

- 21-(70) An Emergency Teaching Certificate is issued for a specific school or school district of any class only to fill an emergency vacancy; to legalize the payment of a salary from tax sources to a person not fully qualified for a regular teaching certificate required for the position to be filled; or to legalize the employment in a private, parochial or denominational school of a person not fully qualified for a regular teaching certificate required for the position to be filled.
- 21-(71) The Emergency Teaching Certificate is issued only for the teaching of specific grades and/or subjects and for the period stated on the certificate.
- 21-(72) The issuance of the Emergency Teaching Certificate must be requested by the county superintendent; and
- (a) The superintendent of schools in Class II, III, IV, V, and VI school districts; or
 - (b) Two school board members in a Class I school district; or
 - (c) The local administrator of the school and the regional or state officer in charge of the school for the parochial, denominational, private, or state-operated schools.

21-(73) School Requirement

An emergency vacancy must exist in a specific school or school district

- (a) Which cannot be filled by a competent teacher with a regular Nebraska certificate for the position at a salary which is commensurate to salaries paid for similar positions within the county; and
- (b) For which it is not reasonably possible to provide for instruction in any other manner.

21-(74) Teacher Requirements (Each requirement - a,b,c,d,e, and f must be met)

- (a) The applicant must have completed either one year of teaching experience or eight semester hours of college course work within the immediate past five years.
- (b) If the position to be filled is at the junior or senior high school level, the applicant must meet the subject matter requirements for teaching in a fully accredited school.
- (c) The following requirements are applicable to both elementary and secondary applicants: (Only one of the requirements needs to be met.)
 - (i) If the applicant last held a regular teaching certificate, the requirements for which were higher than the requirements for the minimum certificate currently required for the teaching position to be filled, then no additional preparation is required of the applicant except as provided for in "b".
 - (ii) If the applicant last held a regular teaching certificate, the requirements for which are comparable to the requirements currently required for a teaching certificate valid for the teaching position to be filled, he/she must show evidence that he/she has completed three semester hours of college credit applicable toward a regular teaching certificate.
- (d) If the applicant (because of no previous certification) cannot qualify by meeting the requirements as provided for in i or ii, he/she must submit with the application for the certificate, Form CRC, countersigned by an authorized official of a standard institution of higher education, which indicates (1) that he/she is accepted in and embarked on a program leading toward the Pre-Standard Certificate, (2) provides written evidence which indicates he/she can complete by September 1 of the following calendar year, all requirements for a provisional or regular teaching certificate valid for the teaching position to be filled.
- (e) The applicant must provide complete and official transcripts of all college credits earned to date. All transcripts must be sufficiently legible so that microfilm copies of them are readable. The transcripts from the applicant's parent institution of higher education must have been issued recently or within six months of the date of application and must show that he/she is in good standing in every respect and that his/her grades are average or better.

- (f) An application for an Emergency Teaching Certificate, as currently prescribed by the Nebraska Department of Education, must be completed in detail and submitted.
- (g) Payment of the prescribed fee.

SPECIAL SERVICES CERTIFICATES Types - Ranks - Requirements

21-(75) All Special Services Certificates require:

- (a) Completion of the appropriate application form currently prescribed by the Nebraska Department of Education.
- (b) Submission of an official transcript of all college credits.
- (c) Payment of the prescribed fee.

PROVISIONAL SPECIAL SERVICES CERTIFICATES

- 21-(76) Nebraska Provisional Special Services Certificates are valid only for services at the grade level (s) and in the area (s) of service endorsed upon the certificate. Any use of a Special Services Certificate other than as endorsed is unlawful and will affect the school's full entitlement for state apportionment monies (Sec. 79-1304, R.R.S., 1943) and its rating as an approved or accredited school.
- 21-(77) The term of the Provisional Special Services Certificate is three years.
- 21-(78) The initial issuance requirements for the Provisional Special Services Certificate are:
 - (a) A written request for the issuance of the Provisional Special Services Certificate from the superintendent of schools of the district or school in which the applicant is to be employed; and
 - (b) (i) Option (1) - A baccalaureate degree from a standard institution of higher education; or
 - (ii) Option (2) - A regular license, issued by the respective regulatory agency, approved by the State Department of Education "for practicing the respective profession in the elementary and secondary schools"; and
 - (c) Written evidence which clearly indicates that the applicant intends to and can meet all requirements for the Pre-Standard Special Services Certificate within a reasonable (See Rule 21-(79)) period of time.
- 21-(79) The renewal requirements for the Provisional Special Services Certificate are:
 - (a) If issued under option (1) a written statement from an authorized official of a standard institution of higher education where the applicant is completing requirements for a Pre-Standard Special Services Certificate which certifies that in the judgment of the

standard institution of higher education the applicant is making satisfactory progress toward a Pre-Standard Special Services Certificate; or

- (b) If issued under option (2) a regular license, issued by the respective regulatory agency, approved by the State Department of Education "for practicing the respective profession in the elementary and secondary schools", and a written request from the local school district or school and a verification of one year of experience or six semester hours of college credit or the equivalent, within three years of the date of application.

PRE-STANDARD SPECIAL SERVICES CERTIFICATE

- 21-(80) Nebraska Pre-Standard Special Services Certificates are valid only for services to pupils and teachers at the grade level (s) and in the area (s) of service endorsed upon the certificate. Any use of the Pre-Standard Special Services Certificate other than endorsed is unlawful and will affect the school's full entitlement for state apportionment monies (Sec. 79-1304, R.R.S., 1943) and its rating as an approved or accredited school.

- 21-(81) The expiration date of the Pre-Standard Special Services Certificate shall be August 31st of the fifth year from the year in which the applicant completed six semester hours of approved course work.

- 21-(82) The initial issuance requirement for the Pre-Standard Special Services Certificate is:

A statement from an authorized official of a Nebraska standard institution of higher education which certifies:

- (a) That the applicant has a baccalaureate degree and in addition, has satisfactorily completed the approved program of this institution, or its equivalent, (except for an Educational Media or Guidance, a college major from a regionally accredited institution of higher education) for the area of service to be endorsed upon the Special Services Certificate; and
 - (b) That the applicant has met the standards for scholarship, moral character, and mental and physical health normally required of applicants for teaching certificates; and
 - (c) The grade level (s), subject (s), subject field (s), and area (s) of service in which the applicant was specifically prepared to serve; and
 - (d) That the applicant has earned within the immediate past three years not less than six semester hours of approved course work.
- 21-(83) The renewal requirement of a Pre-Standard Special Services Certificate is:

Completion of six semester hours of college preparation or the equivalent (such as attendance at approved institutes, seminars, and workshops)

specifically approved by a standard institution of higher education. The work must have been completed within three years of the date of application and must be in the area or closely related to the area of endorsement.

STANDARD SPECIAL SERVICES CERTIFICATES

- 21-(84) Nebraska Standard Special Services Certificates are valid only for services to pupils and teachers at the grade level (s) and in the area (s) of service endorsed upon the certificate. Any use of a Special Services Certificate other than as endorsed is unlawful and will affect the school's full entitlement for state apportionment monies (Sec. 79-1304, R.R.S., 1943) and its rating as an approved or accredited school.
- 21-(85) The expiration date of the Standard Special Services Certificate shall be August 31st of the seventh year from the year in which the applicant completed his last six semester hours of approved course work or from his last year of successful experience, whichever is later.
- 21-(86) The initial issuance requirements for the Standard Special Services Certificate are the same as for the Pre-Standard Special Services Certificate, and in addition thereto, two years of successful experience within five years of the date of application. The experience must have been completed after the issuance of the Pre-Standard Special Services Certificate.
- 21-(87) Renewal requirements for Standard Special Services Certificates are:
 - (a) Verification of two years of successful experience during the life of the certificate, and within seven years of the date of application;
 - OR
 - (b) Completion of six semester hours of college preparation or the equivalent (such as attendance at approved institutes, seminars, and workshops) specifically approved by a standard institution of higher education with a graduate program. The work must have been completed within three years of the date of application and in the area or closely related to the area of endorsement.

PROFESSIONAL SPECIAL SERVICES CERTIFICATES

- 21-(88) The Professional Special Services Certificates are valid only for services at the grade level (s) and in the area (s) of service endorsed upon the certificate. This certificate is valid for ten years unless revoked for cause by due process of law. Any use of a Special Services Certificate other than as endorsed is unlawful and will affect the school's full entitlement for state apportionment monies (Sec. 79-1394, R.R.S., 1943) and its rating as an approved or accredited school.

21-(89) The initial issuance requirements for the Professional Special Services Certificate are:

- (a) Verification of two years of successful experience (see definition, Rule 21-(1) (f)) within five years of the date of application; and
- (b) A recommendation for the issuance of a Professional Special Services Certificate signed by an authorized official of a standard institution of higher education, with a graduate program, who certifies:
 - (i) That the applicant has satisfactorily completed the approved program of this institution, or its equivalent, for the particular area of service to be endorsed upon the certificate. This program must require a minimum of thirty semester hours of work beyond what is required for the Pre-Standard Special Services Certificate; and
 - (ii) The grade level (s) and area (s) of service for which the applicant was specifically prepared; and
 - (iii) That the applicant has met all appropriate standards of this institution which are normally required for a full recommendation, such as scholarship, moral character, mental, and physical health; and
 - (iv) That the applicant has, within the immediate past five years, had two years of successful experience within the life and scope of the certificate or earned six semester hours of approved graduate credit or the equivalent.

21-(90) Renewal requirements for the Professional Special Services Certificate are:

- (a) Verification of one year of successful experience within the area (s) endorsed upon the certificate, and during the life of the certificate; and within ten years of the date of application;

OR

- (b) Completion of six semester hours of college preparation or the equivalent (such as attendance at approved institutes, seminars, and workshops) specifically approved by a standard institution of higher education with a graduate program. The work must have been completed within five years of the date of application and in the areas or closely related to the area (s) of endorsement.